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TO: PRIORITY FBIS/ABIDJAN, FBIS/MBABANE, FBIS/AMMAN, FBIS/NICOSIA,
FBIS/VIENNA, FBIS/LONDON, FBIS/GULF, FBIS/BANGKOK, FBIS/HONG KONG,
FBIS/SEOUL, FBIS/ASUNCION. 4

SUBJECT: FBN SYSTEM IMPLEMENTATION 4

BUREAU CHIEFS FROM 4

25X1

1. SEVERAL BUREAUS HAVE EXPRESSED SOME DOUBTS ABOUT MEETING
13 NOVEMBER DEADLINE FOR SUBMISSION OF PERSONNEL ACTIONS
TRANSFERRING EMPLOYEES TO THE FBN SYSTEM. QUESTIONS HAVE ALSO
ARISEN REGARDING ASSIGNMENT OF FBN POSITION NUMBERS RECENTLY SENT
TO THE FIELD. HOPEFULLY THE FOLLOWING WILL CLARIFY THESE
ISSUES. 4

25X1

2. REGARDLESS OF WHEN PERSONNEL ACTIONS ARE RECEIVED, THE
REGIONAL ADMINISTRATIVE MANAGEMENT CENTERS WILL MAKE THE CONVERSION
TO THE FBN SYSTEM RETROACTIVE TO 27 NOVEMBER. DELAYS IN RECEIPT AND
PROCESSING OF PERSONNEL ACTIONS WILL RESULT IN LATE BUT RETROACTIVE
PAY INCREASES FOR THOSE EMPLOYEES TRANSFERRING TO A HIGHER SALARY
RATE ON THE FBN SCALE. 4

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3. THE POSITION NUMBERS SENT EARLIER TO THE FIELD ARE

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ASSIGNED TO SUPERVISORY, NON-SUPERVISORY ABOUT THE WORKING LEVEL, AND WORKING LEVEL POSITIONS. AS THE FBN SYSTEM IS A COMBINATION OF RANK-IN-POSITION AND RANK-IN-PERSON, ALL EMPLOYEES SHOULD BE SLOTTED AGAINST THE POSITION IN WHICH HE IS PRESENTLY WORKING REGARDLESS OF HIS GRADE. IN OTHER WORDS, IF THE BUREAU'S CHIEF MONITOR IS AN FBN-10, HE IS STILL SLOTTED AGAINST THE FBN-12 CHIEF MONITOR POSITION. THE FBN-12 POSITION NUMBER SHOULD BE USED ON ALL PERSONNEL ACTIONS AFFECTING THE EMPLOYEE. IF THE BUREAU DOES NOT HAVE AN EMPLOYEE QUALIFIED TO FILL THE CHIEF MONITOR POSITION, THEN IT MERELY REMAINS VACANT UNTIL SOMEONE IS SELECTED TO FILL IT. 4

25X1

4. SUPERVISORY POSITIONS OR NON-SUPERVISORY POSITIONS ABOVE THE WORKING LEVEL ARE RESTRICTED TO THE ACTUAL NUMBER OF POSITIONS IDENTIFIED ON THE STAFFING COMPLEMENT. IN SOME BUREAUS, THERE ARE MORE EMPLOYEES WITH THE GRADES OF THESE POSITIONS THAN THE NUMBER OF POSITIONS ALLOTTED. IT THEN BECOMES A BUREAU MANAGEMENT DECISION AS TO WHICH EMPLOYEES WILL BE SLOTTED AGAINST THESE POSITIONS AND WHICH WILL BE SLOTTED AGAINST POSITIONS AT THE NEXT LOWER GRADE

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WITH INCUMBENCY ALLOCATION STATUS IF THEY ARE MAKING MORE THAN THE TOP STEP OF THE LOWER GRADE. WHICHEVER POSITION THE EMPLOYEE IS SLOTTED AGAINST WILL DETERMINE THE POSITION NUMBER TO BE USED ON PERSONNEL ACTIONS. IMPACT ALLOCATION AND PERSONAL RANK ASSIGNMENT STATUS WILL NOT AFFECT WHAT POSITION THE EMPLOYEE IS SLOTTED AGAINST OR THE POSITION NUMBER. ☐ Y

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5. THERE IS NO RESTRICTION EXCEPT APPROVED T/O ON THE NUMBER OF EMPLOYEES THAT CAN BE SLOTTED AGAINST AT OR BELOW THE AGREED UPON WORKING LEVEL FOR NON-SUPERVISORY POSITIONS. THUS, ALL MONITORS AT THE FBN-9 GRADE {WORKING LEVEL} AND BELOW WILL BE SLOTTED AGAINST THE FBN-9 POSITION. THE SAME POSITION NUMBER WILL BE USED ON ALL PERSONNEL ACTIONS. ☐ Y

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6. AT SOME BUREAUS, ALL TELETYPEISTS POSITIONS EXCEPT SUPERVISOR HAVE BEEN ASSIGNED THE GRADE OF FBN-6 {FBN-5 NORMALLY BEING THE WORKING LEVEL} DUE TO THE RATIO OF OPERATORS TO SHIFTS COVERED LIMITING THE PERCENTAGE OF SUPERVISORY PRESENCE. IN SUCH CASES, ALL THE OPERATORS ARE SLOTTED AGAINST THE FBN-6 POSITION REGARDLESS OF WHETHER THEIR GRADE IS FBN-4, 5 OR 6. ALL PERSONNEL

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ACTIONS WILL HAVE THE SAME POSITION NUMBER. ☐ 4

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7. PY: THIS ANSWERS FBIS/ASUNCION 22676. ☐ DECL OADR DRV

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